



APALACHEE ELEMENTARY EXTENDED DAY PROGRAM REGISTRATION FORM

Child's Name: _____ Birthdate: _____

Please check child's enrollment status: After School Before School Both

Child's Age: _____ Grade: _____ Sex: _____ Home Phone: _____

List all siblings enrolled in EDEP Program:

Homeroom/Primary Teacher: _____

Home Information

Home Address: _____ City: _____ Zip: _____

Parent's Name: _____ Home: _____ Cell: _____ Sex: _____

Race: _____

Employer Information

Employer: _____ Address: _____

City: _____ Zip: _____ Email address: _____

Home Information

Home Address: _____ City: _____ Zip: _____

Parent's Name: _____ Home: _____ Cell: _____ Sex: _____

Race: _____

Employer Information

Employer: _____ Address: _____

City: _____ Zip: _____ Email address: _____

Responsible party for payments: _____

The following individuals can pick up this child and may be contacted in case of an emergency:

Name: _____ Relationship: _____

Day Phone: _____ Cell Phone: _____

Name: _____ Relationship: _____

Day Phone: _____ Cell Phone: _____

MEDICAL INFORMATION: Please list any medications, allergies and or limitations requiring notification (please complete a medication consent form if necessary)

My child may be in photographs or videos taken during the program: YES ___ NO ___

My child may watch a G or PG rated family movie during EDEP: YES ___ NO ___

I have read and fully understand the policies outlined in the Extended Day Enrichment Program Policy Statement. I have a copy of the fee schedule and understand that I am responsible for payment by the appropriate due dates. **(Failure to pay on time will result in a \$10 late fee)** Children are NOT enrolled in this program and cannot participate until full payment has been received.

Parent Signature: _____ Date: _____

PARENT CONTRACT

In completing this registration for my child, I understand and agree that:

1. I must pay the cycle fees on or **before the due dates** regardless of whether my child is in attendance on the due date.
2. I must sign my child out every day and that failure/refusal to do so will result in immediate dismissal from the After-School Program.
3. I must call the After-School office by 1:00pm daily to report if my child will be absent from the program each time he/she is absent.
4. If my child displays unacceptable behavior, the Apalachee Principal or After School Director reserves the right to permanently dismiss my child from the After-School Program.
5. My child is allowed/ not allowed (Please circle one) to participate in computer classes including internet access during afterschool hours. LCS has age appropriate controls for children who are accessing the same programs during school hours.
6. My child is allowed/ not allowed (Please circle one) to have their photo taken for afterschool activities.
7. A discount of 25% is given to all Leon County School Board Employees. We are required to have a Xeroxed copy of your LCS badge if this applies to you.

I have read the contract and agree to **ALL** the payment and procedure requirements for the program.

Parent or Guardian Signature: _____ Date: _____

The Extended Day Enrichment Program provides a safe and nurturing environment for families requiring quality child care for before and after school. We create an environment that balances child learning, enrichment, physical activity, and developmental free time in a stimulating and enjoyable setting.

The goal of the Extended Day Enrichment Program is to provide participating children with quality, well supervised activities that stimulate new interests, encourage creativity, build self-confidence and enhance career awareness. Special features include:

- Experienced Staff
- Healthy Snacks Provided
- Low Staff to Child Ratio
- Enrichment Activities
- School Based Program
- Sibling Discount

2018-2019 School Calendar

Before School: 7:00am-8:00am

After School: 2:50pm-6:00pm

PROGRAM SCHEDULE OF FEES CALENDAR

School cycle date fees are listed below in a cycle of 18 school days. There are 10 cycles per school year. YOU ONLY PAY FOR ACTUAL SCHOOL DAYS...NO HOLIDAYS. No credits will be forwarded to the next cycle for days unused. Cycle payment due dates must be strictly enforced. The After-School Program will send home courtesy reminders prior to cycle due dates. Failure to receive a reminder does not relieve parent or guardian from payment, due dates, and late fees. Tuition payments must be made by cashier’s check, money order or through our online payment portal. **CASH IS NOT ACCEPTED!!!!** Please provide full name of individual responsible for payments on the registration form.

CYCLE PAYMENTS 2018-2019:

Cycle #	First Day	Last Day
1	8/13/2018	9/6/2018
2	9/7/2018	10/3/2018
3	10/4/2018	10/30/2018
4	10/31/2018	12/3/2018
5	12/4/2018	1/11/2019
6	1/14/2019	2/7/2019
7	2/8/2019	3/6/2019
8	3/7/2019	4/9/2019
9	4/10/2019	5/6/2019
10	5/7/2019	5/31/2019

All payments must be made by cashier’s check, money order or through our online payment portal.

CASH IS NEVER ACCEPTED!!!!

BEFORE SCHOOL FEES:

Full Time Monthly Fee- \$50.00
 Part Time Monthly Fee - \$25.00
 Daily Drop-In Fee- \$10.00

AFTER SCHOOL FEES:

Full Time Monthly Fee - \$150.00
 Part Time Monthly Fee - \$75.00
 Daily Drop-In Fee- \$20.00
 Early Release Day Drop-In \$40.00

- 10% discount for those attending both programs
- 10% sibling discount for those attending
- 25% discount for Leon County School employees for FULL TIME RATES
- 50% discount for Leon County Schools employees for DROP IN RATES

***ONLY ONE DISCOUNT WILL BE APPLIED TO EACH ACCOUNT**

SCHOOL HOLIDAYS: After school will be **Closed** on the following days:

Monday, September 3, 2018

Wednesday, September 19, 2018

Friday, October 12, 2018

Monday, November 12, 2018

Monday, November 19- Friday, November 23, 2018

Monday, December 24, 2018- Friday, January 4, 2019

Monday, January 7, 2019

Monday, January 21, 2019

Monday, February 18, 2019

Monday, March 18- Friday, March 22, 2019

Monday March 25, 2019

Friday, April 19, 2019

Monday, May 27, 2019

Labor Day

Fall Holiday

Teacher Planning Day

Veterans Day

Thanksgiving Holiday

Winter Holidays

Teacher Planning Day

Martin Luther King Holiday

President's Day Holiday

Spring Break

Teacher Planning Day

Spring Holiday

Memorial Day

DAILY SCHEDULE

The Before School Program meets from 7:00am – 8:00am in the cafeteria and students are escorted to the cafeteria for breakfast at 8:00am. The After-School Program begins at 2:50pm or immediately upon dismissal from school.

2:50-3:00 pm

Check-In

3:00-3:20 pm

Snack

3:20-3:30 pm

Clean-Up and transition to class

3:30-4:15pm

Homework

4:15-5:30 pm

Vendors & Activities

5:30-6:00pm

Pick-Up

LEON COUNTY SCHOOLS AFTER SCHOOL PROGRAM POLICY STATEMENT

ELIGIBILITY & ENROLLMENT: After school participants must be of school age and meet the basic entry level criteria in all areas of self-care, communication, mobility, and social-emotional development. All participants must complete the After-School registration form prior to participation.

PAYMENT OF FEES: Fees are paid in full by the appropriate due date for the coming week. The School Board has not approved any other fee payment or credit. **All fees are to be paid by check or money order made payable to Leon County Schools. Cash will not be accepted.**

DISCIPLINE: To achieve the goal of providing quality programs for children in an environment of cooperation and respect, positive discipline practices are utilized by all members of the After-School Program Staff. These policies and practices are consistent and conform to our school's discipline policy. If these discipline practices do not facilitate the appropriate behavior, the child's parents will be asked to join in a conference with an administrator. If a child chooses not to, or cannot demonstrate appropriate behavior within the program, their behavior will be interpreted to mean that the student does not have the desire to participate in the program. If your child receives two behavior referral forms from the Afterschool director or principal, your child will be permanently dismissed from the Extended Day Program. Should it be deemed that the student is capable, but chooses not to behave in an appropriate manner, no refund shall be given.

ARRIVAL & DEPARTURE: For the safety and well-being of all participants, each child must be signed in and out by a parent/guardian. No child will be released to a person not authorized by the custodial parent. **SNACKS:** Nutritious snacks are provided in the After-School Program free of charge.

ILLNESS: Children who are ill during the After-School Program must be picked up by parents/guardians.

ACCIDENTS: When a child has an accident, parents are called immediately. An accident report is available to parents after the principal has signed it. Health related observations are communicated as needed with parents.

INSURANCE: After School, does not carry accident insurance on participants. It is the parent's responsibility to carry adequate accidental insurance. Such a policy is available through Leon County Schools. Check with the school secretary for an application.

MEDICATION: Doctor prescribed medication will be administered according to the label. Students are not allowed to transport medication. Should your child need to have medication administered during the time they are in the After-School Program, a medication form must be completed, the medication must be in its original container and must be taken during the hours your child is in attendance.

OPEN DOOR POLICY: Parents are granted access, in person and by phone to the child care facility during normal hours of operation and anytime the child is in care.

Project Care: Project care slots are available for parents who qualify for free or reduced lunch on a first come first serve basis. Our school is a Title 1 school; therefore, the number of slots is very limited.

ELC: We do accept ELC contracts and must have a current contract at time of registration.